



Benewah Medical Center Job Description/Performance Evaluation

- I. POSITION: Staff Pharmacist, Pharmacy Department**
- II. QUALIFICATIONS:** This is a non-exempt employee position serving Native American and non-Native American patients/clientele. Current licensure as a registered Pharmacist required. Minimum of Bachelor of Science degree in pharmacy required. Must obtain Idaho license as soon as possible after initial hiring.
- III. PERSONAL CHARACTERISTICS**
1. Must have exceptional patient relations and solid communication skills.
 2. Ability to be a team player in a multi-disciplinary environment.
 3. Well-organized and able to set priorities.
 4. Strong commitment to serve minority population in a culturally sensitive practice.
 5. Maintains positive peer relationships and provides assistance in a friendly, helpful manner to all patients, visitors and staff.
 6. Must have consistent work attendance record.
- IV. SUPERVISION: The Staff Pharmacist reports directly to the Pharmacy Manager.**
- V. ADA ESSENTIAL FUNCTIONS**
- A. Hearing: within normal limits with or without use of corrective hearing devices;
 - B. Vision: adequate to read 12-point type with or without use of corrective lenses
 - C. Must be able to verbally interact with staff, clients and public
 - D. Manual dexterity of hands/fingers for writing, computer input
 - E. Able to lift up to 40 lbs.,
 - F. Standing 85% of the day
 - G. Walking 85% of the day
 - H. Pushing, up to 50 lbs.
 - I. Pulling, up to 50 lbs.

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MAJOR RESPONSIBILITIES

DUTY	STANDARD	RATING
Professional responsibility and Pharmaceutical Care	<ol style="list-style-type: none"> 1. Participates in the development and provision of a full range of pharmaceutical care services to BMC patient. 2. Shares responsibility of this development. 3. Consults and provides treatment plans to providers on the appropriateness of drug therapy on selected patients when drugs are the primary method of treatment. 4. Communicates directly with the Pharmacy Manager about problems that affect delivery of patient care 5. Manages complicated patients effectively. 6. Treats patients and staff with courtesy and respect. 7. Manages therapy for selected patients based on pharmacy protocols. 8. Trusted by staff and patient for knowledge and opinions. 9. Demonstrates knowledge base in his/her field and keeps current through Continuing Education programs. 	
Drug Utilization	<ol style="list-style-type: none"> 1. Develops and conduct drug utilization evaluations for the Center. 2. Adheres to Formularies and rules governing the selection of medications. 	
Counseling	<ol style="list-style-type: none"> 1. Verifies that patients understand their medications and appropriate outcomes of their drug therapy. 2. Demonstrates timely and clear communication in regard to patient care in charting and personal communication. 	
Drug Information	Provides drug information, drug therapy consultation and staff education relating to drug therapy	
Health Education	Provides health promotion and disease prevention activities relating to drug use and preventative drug therapy to the community when needed.	
Accreditation	<ol style="list-style-type: none"> 1. Reviews and makes recommendations on the Pharmacy Policy and Procedures manual and other related documents necessary to meet AAAHC accreditation. 2. Participates in accreditation committees, attends staff, and Center meetings, and in-service training. 	

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Medication Errors	Properly documents errors in log, and accept responsibility. Number of errors are appropriate for workload	
<u>Supervisory responsibility, in the absence of the Manager</u>	<ol style="list-style-type: none"> 1. Supervises the delivery of pharmacy services, and pharmacy technicians. 2. Handles administrative problems and patient complaints when needed. 3. Supervises pharmacy and pharmacy technician students as warranted. 	
Administrative	<ol style="list-style-type: none"> 1. Requisitions and maintains adequate supplies for the department. 2. Assures availability, preparation, and control of medications 3. Contributes to constructive problem solving in the Pharmacy 4. Communicates directly with the Pharmacy Manager about problems that affect the pharmacy operations. 5. Helps create an environment that facilitates the Manager's ability to perform his/her job. 6. Helps to identify problems and works to solve these problems. 7. Promotes a cooperative team effort with in the Pharmacy 8. Consults with the Billing office staff in third party processing of pharmacy billing as well as participate in the development of an integrated billing software package 	
Productivity	<ol style="list-style-type: none"> 1. Contributes equally and positively to the workload in the pharmacy. 2. Makes productive use of administrative and down time. 3. Develops programs and ideas to improve efficiency of the department. 	
Computer Use E-mail/internet	<ol style="list-style-type: none"> 1. Uses programs for official use only. 2. Does not use inappropriate Internet sites or email. 	
Personal Phone Calls	Manages personal and professional priorities for the good of the Center.	
Patient Relations	<p>Demonstrates compassion and understanding of patient's problems.</p> <p>Works to effective resolve problems:</p> <p>5- NO complaints</p> <p>4 - <2 complaints/year</p> <p>3- (3-5 complaints/year)</p>	

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	1- >5 complaints/year	
Team Work	Consistently works as a team player in completing pharmacy workload and facilitating patient care	
Attendance and Tardiness	Is punctual in arriving at scheduled times. Does not abuse Paid Time-Off (PTO) policies.	
Other	<ol style="list-style-type: none"> 1. Documentation of Cardinal orders and invoices. 2. Maintains Excel worksheets with documentation. 3. Works with Finance to reconcile account. 4. Responsible for the pharmacy Anticoagulation program. 5. Sits in on the Contract Health committee in absence of Manager or Assistant Manager. 6. Maintains Pharmacy logs – Daily Log and Controlled Substances Responsible for State Narcotics file transmission 7. Maintains current certification in CPR 	

EVALUATOR'S COMMENTS:This image shows a blank sheet of white paper with horizontal blue ruling lines, typical of notebook paper. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

EMPLOYEE'S COMMENTS:

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INDIVIDUAL GOALS/OBJECTIVES:

I understand that by signing this review, I am not indicating agreement with the rating, but I am acknowledging that my supervisor has reviewed and discussed this performance evaluation with me.

Employee's Signature:	Date:
Evaluator's Signature:	Date:
Evaluator's Supervisor:	Date: